

Victim Assistance Fines, Fees and Assessment Fund Donation Form

Donating Agency: _____

Donating Agency Address: _____

Donating Agency Contact: _____

Donating Agency Contact Email: _____

Donating Agency Phone Number: _____ Fax: _____

Amount Donated: _____ **Amount Requested:** _____ **Fiscal Year:** _____

Agency Requesting Donation: _____

Agency Requesting Donation Address: _____

Agency Requesting Donation Contact: _____

Agency Requesting Donation Contact Email: _____

Agency Requesting Donation Phone Number: _____ Fax: _____

All Steps Below Are Required:

Checklist for Donating Agency: (Contact SOVA Auditing Section with questions at 803-734-1900)

_____ Ensure you receive a request letter from the agency making the donation request identifying how These funds will be used in providing direct victim services to crime victims? ***All requests must be submitted yearly and considered a one-time donation and is not a guarantee of funds.***

_____ Ensure your agency responds with written notification to the request letter indicating the amount that will be donated for only direct victim services to the requesting agency?

_____ Ensure your agency's response letter indicates the amount to be donated and inform the agency requesting the donation that they are required to provide monthly, quarterly and year-end reports to your agency showing the number and types of victims assisted and services provided? A sample report can be found at www.sova.sc.gov under the auditing tab attached to the sample contract. **These reports may be requested for review by the auditing staff during the budget phase or during an audit if warranted.**

_____ Ensure your agency informs the requesting agency or organization receiving the funds that they will Be required at the end of the fiscal year to provide SOVA with a budget and or report showing how the donated funds were used? The budget/expenditure report is a requirement per Proviso 89.61.

_____ **This is separate from any contract negotiations between counties/municipalities. However, all contracts should include amounts to be transferred to county/municipality providing services and reports above are required by the contractual county/municipality.**

Signature for Donating Agency: _____ Date: _____

Signature for Requesting Agency: _____ Date: _____